

North Carolina Cost Share Programs Review Summary
(month, year)

County	Wake	Date of Previous Review/Report	3/23 – 3/24/2014
District Staff Name(s)	Teresa Furr, Emily Bateman, Dale Threatt-Taylor (office), John Beck (office), Abby Haselton	Date	6/24 – 6/25/19
NRCS Staff Name(s)			
Division Representative(s)	Tom Hill		
Additional Participants			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	Board sets annually, 2 nd Wednesday of the month at 1:30. At the beginning of the year the schedule is sent to the PR Board of Commissioners for them to post. Posted at the office and posted online. Special meetings comply with the open meetings law as well.		X			

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How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	See above.		X			

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Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.	X				Staff will receive calls, gather information regarding farming operation etc, gather the resource data such as soils info, aerial maps, etc. Staff will then make a site visit and go evaluate the issues on the farm and go over the natural resource concerns with the applicant/operator. They develop alternatives after speaking with the operator and focus their efforts on the alternatives if/as presented. The plan and contract obligations are discussed if the person is interested in signing up. Well done. A commendation is given for the extended effort provided on the "front-side" of the work performed.		X			
Does the district provide technical assistance without cost share funds?				X	Yes		X			
What type of technical assistance is provided without cost share funds?				X	Urban drainage calls, stormwater issues, some referred to the local municipalities if applicable. Ag operations such as row patterns, GWW, diversions, other practices that aren't cost-shared.		X			
Are applications, contracts and requests for payments reviewed and approved by the Board as a separate action item?				X	Yes, each category broken down by not only program as well as cancellations, etc.		X			


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Are application, contracts and requests for payments motions/decisions recorded in the board minutes?				X	Yes, as above		X			
Has your district delegated signature authority for requests for payments to be approved outside of board meetings? How are they recorded in your board meeting minutes?				X	Yes, documented in the Strategy Plan.		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?				X	Spreadsheets. Sign the self-certification. Staff knows operators well and pretty much which counties they tend. CS2 also helps in the ability to check contracts from 2012 on.		X			
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	Few corporations, example of Ricky and Ronnie Betts.		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.					Applications ranked, if the ranking score is at a certain level, the contract will then be developed. 65 points or more the contract is developed. If 50 – 64 points, they will be delayed until the September, January or March batching periods.					
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?	X				At the time that the signatures are obtained, each form is discussed with the applicant including maintenance and initialed areas. Definitely tell them about the requirements and program		X			


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					policies. They usually have pre-construction meeting with the operator and meets the contractor on site as well. Applicant provided with all information such as maintenance, worksheets, etc. A commendation for thoroughness on "the front-side" again as this causes fewer cancellations of contracts.					
What procedures do you follow for notifying the applicant that work can begin?				X	Calls are usually made. Sometimes field visit.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Supervisor abstains and the Vice-chair runs the meeting.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes		X			
Is each contract reviewed in detail with the board before approval? Do you project CS2?				X	Reviews the contract in detail with the supervisors. Once a year a full detailed accounting is given to the Board as well, including staff working on contract, status, etc.		X			
What information do you provide the applicant?	X				Plan folder and discussed with them. Plan, maps, job sheets, designs, maintenance, O&M and copy of signed contract. Commendation given for excellent records and information provided to the applicant		X			


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What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	Onsite surveying, construction layout, constructions checks, and final surveys are all a part of regularly conducted.		X			
How do you track the Commission’s interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?				X	Done on a spreadsheet. Extensions are brought to the Board.		X			
If 1/3 of the work has not been completed within 12 months and the cooperators requests additional time, is the district recording 6-month extensions in the board minutes?				X	Yes.. This is contained within Wake’s contract approval template used at Board meetings.		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?	X				Worksheets, job sheets, engineering field book, many photos. Other types of design materials. Records in very good condition. This commendation included in the file folder commendation.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Measuring wheel, surveys, etc. The measurements are included on the checkout notes, worksheets, etc. Well done.		X			
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	One, spotchecks performed, no more operations as of today.		X			


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How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (Refer to Spot Check Policy)				X	NRCS is provided the information for supervisor contracts performed over the year and they perform the spotchecks		X			
How does your district notify individuals that have BMPs that are out of compliance or need maintenance? (Refer to Non-Compliance Policy)				X	Follows policy example. Contract 92-2011-011.		X			
How are supervisors notified of BMPs that are out of compliance or need maintenance at any time throughout the year?				X	Discussed at board meeting or happens during spotchecks. The Spotcheck report is discussed with the Board as well after formalized. Certified mail, division policy followed.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes, well done		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation: contract numbers and/or names.				X	Yes, certified letter, policy followed		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes		X			
Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	Spreadsheets, have all data including		X			


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How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	TA funds by county, operating is district. District does self-audit is notarized, done well.		X			
Who in the office does work for Cost Share Programs?				X	Teresa Furr		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)	X				Good JAA, signs off on practices for other districts. Finally has a copy uploaded on NRCS (not the district's fault). Commendation given for the JAA and for the staff member also helping other districts with JAA on various projects.		X			
Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 92-2009-010 Applicant Name: Ronnie Perry BMP: Terraces, GWW, FB		X			General maintenance of the grassed waterway is needed, reseeding of the shoulders. No erosion taking place, not a compliance issue. It is recommended that the Wake staff ensure that the reseeding takes place as quickly as feasible. Staff works actively		X			


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					with this producer and he conducts good maintenance.					
Contract Number: 92-2010-008 Applicant Name: Wake County BMP: Trough, stream crossing, fencing				X	Also included stream restoration and manure composter with grant funds. All in good order, no photo taken.		X			


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<div>Contract Number: 92-2013-005</div> <div>Applicant Name: Patrick Johnson (supervisor)</div> <div>BMP: FB, cropland conversion</div> <div></div>				X	Practices in good order		X			

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Contract Number: 92-2013-005 Applicant Name: Senter Family Farms BMP: Cropland conversion, FB 				X	All in good order		X			

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Contract Number: 92-2013-008 Applicant Name: Thomas Dean (supervisor) BMP: cropland conversion 				X	Trees coming on nicely, some general maintenance may be needed (chemical or mowing release), but Forest Service will determine.		X			

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Contract Number: 92-2015-008 Applicant Name: Michael Goodwin BMP: fencing, heavy use area 	X				Also site for a Mitigation Services stream restoration site. Total farm plan, and fully implemented. Very nice job		X			

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Contract Number: 92-2017-005 Applicant Name: Terry Jackson BMP: GWW 				X	Maintained well		X			

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Contract Number: 92-2018-009 Applicant Name: Mark Howard BMP: Cropland conversion 				X	Practice in very good shape		X			
General Contract Summary										